

# Annapolis Police Department



## GENERAL ORDER

**Number: H.13**

**Issue Date: September  
2007**

**TO:** All Personnel

**SUBJECT:** Respiratory and Personal Protection Equipment (PPE)

### PURPOSE

This purpose of this General Order is to provide officers and employees with the direction and guidance for the use of their issued Personal Protective Equipment comprising of an Air Purifying Respirator and skin protection to afford them respiratory and dermal protection in the event of a Hazardous Materials (HAZMAT) incident or a Weapons of Mass Destruction (WMD) incident equal to or greater than what is defined by OSHA as Level C.

### POLICY

It shall be the policy of the Annapolis Police Department to issue officers and employees Personal Protective Equipment (PPE). However, this policy in no way requires officers or employees to enter, remain in or work in a scene designated as hazardous. It does offer a means of survival in the event of a HAZMAT or WMD incident in which the officer finds themselves without warning or escape.

### DEFINITIONS

1. **Personal Protective Measures** - Actions and equipment that an individual uses or wears to immediately protect themselves from the effects of harmful elements in the immediate area, i.e., a tanker truck containing ammonia turns over, leaking its contents
2. **Personal Protection Levels** - As defined by OSHA. Protective levels are:
  - a. **Level D** - Street clothes; no respiratory protection. The lowest level of protection.
  - b. **Level C** - Respiratory protection (a minimum of an APR); dermal protection that repels splashed liquids; nitrile gloves and boots.
  - c. **Level B** - Respiratory protection (min. SCBA); dermal protection that repels splashed liquids; nitrile gloves and boots.

- d. **Level A** - SCBA or SAR; airtight, splash-proof, chemically resistant, sealed, suit containing a helmet or other protective device for the head.

## **I. Equipment**

- A. Each officer in the Department and employees that are/may be designated to respond to hazardous incidents are issued;
  - 1. MSA Millennium CBRN gas mask.
  - 2. MSA CBRN canister.
  - 3. Tyvek Splash resistant cover-all with hood.
  - 4. Nitrile gloves.
  - 5. Chemical resistant boots.
  - 6. Chem Tape or Duck Tape.
  - 7. Nylon hip carrier for mask.
  - 8. Equipment bag for 1 - 7.
- B. Since hazardous events and incidents can happen unexpectedly and to anyone, all officers and employees who have been issued this equipment should as a precautionary measure keep the above listed equipment immediately at hand.
- C. OSHA requires any employer whose employees or members may, in the course of their duties come into contact with materials hazardous to humans by means of respiratory threat or skin/mucous membrane exposure, or may have to enter an environment that poses a respiratory or other health hazard, to provide their employees with a means of protection for escape from the hazardous environment or to work in the environment if necessary.
- D. All sworn officers due to their potential for exposure to hazardous environments, are required to be afforded the measures to protect themselves and to be able to escape from such environments.
- E. Prior to using such equipment, all officers and employees who are issued such equipment will be trained in the use of the equipment and be tested for a proper fit of the issued equipment.

## **II. Using the Equipment**

- A. The protective equipment issued by the Department is intended as a means for immediate protection and escape. It may not be sufficient in all instances.
- B. When used in circumstances such as riot control and controlled application of large volumes of pepper spray or other crowd control agents, the issued gas mask will be used.

- C. Officer safety skills such as surveying the scene prior to entry; assessing victim and suspect behavior; etc., should be employed in conjunction with the decision to use Personal Protective Equipment.
- D. Mask Donning

The following guidelines assume that the officer has been placed in danger of immediate harm and has no other recourse:

1. At the instance a respiratory threat is recognized attempt to stop breathing, whether inside or outside.
2. Don your protective mask, at the same time attempt to seek some sort of cover or protection (your vehicle will provide some delay of airborne particles).
  - a. Your mask should be pre-fitted to your face. After tightening the straps, press the mask against your face and blow out as forcefully as possible. This will expel most contaminants trapped inside the mask while donning it.
  - b. Immediately cover the inlet portion of the canister with the palm of you hand and breath in. The mask should collapse against your face. Repeat “a” if it doesn’t collapse and try again.
  - c. Don’t over-tighten the straps, this may cause the mask to leak. **Pre-fitting your mask goes a long way.**
3. If possible, exit the contaminated area and attempt to notify others of the danger and prevent entry into the contaminated area.

E. Other Protective Equipment

1. In the event the hazard is capable of landing on you, i.e., splashed, sprayed, mist and vapors, etc., consider seeking shelter from the hazard. If the threat is immediate your vehicle will provide limited protection. The tyvek suits provided by the Department will afford a higher level of protection than your uniform or street clothes, but may not be a viable option due to difficulties in donning the suit.
2. Depending on immediate need and the threat type (some are corrosive to common fabrics) a rain jacket may suffice for escape purposes. Consider attempting to seal every opening you can by folding and tucking the material. Even inside your vehicle, you still may need your mask.
3. Responding units should don their protective equipment as follows, keeping in mind to don the mask first if the threat is possibly in the immediate area;
  - a. If possible partner up. It helps to have a hand.
  - b. Place all equipment on a clean surface in front of you.
  - c. Remove all items from your body and pockets that you want to keep. Some items cannot be decontaminated. It is advisable to keep old gun belts and holsters as throwaways in instances that you find yourself in

- now. Consider wearing your vest on the outside of your suit. It will identify you as an officer and it not as hot. Keep your boots/shoes on.
- d. Don the suit first. Feet first. Leave some space in the suit at the toes in your feet. Zip it up to your waist.
  - e. Sit or lean against something and put on the rubber boots.
  - f. Use ChemTape or duct tape to seal the boots to the suit. Wrap from the bottom up; not too tight; make a “tab” for easy removal.
  - g. Tape an extra pair of rubber gloves inside the front of your suit, they’ll be clean and available.
  - h. If available, don a cooling vest.
  - i. Put on small latex (or non-latex) gloves.
  - j. Zip the suit up to your neck.
  - k. Put on a pair of large( r ) latex gloves.
  - l. Chem/Duct tape the sleeve to the outer gloves; (forearm to hand if doing work at or below waist level. Hand to forearm if doing work above waist level. Think of shingles on a house). Leave a tab.
  - m. Put your mask on now if your haven’t already.
  - n. Pull the hood up and over the rubber sealing surface of the mask ensuring not to cover the canister or obstruct your view.
  - o. Zip up the suit as high as comfortably possible. If the suit has an embedded Velcro or tape fastener, fasten it now.
  - p. Chem/Duct tape in one piece if possible, the zipper from crotch to neck.
  - q. Chem/Duct tape the mask in the following order;
    - I. the opening at the neck of the suit;
    - ii. from ear to ear, under the chin;
    - iii. from temple to jaw; and
    - iv. across the forehead from temple to temple.This is intended to seal the hood to the mask.
  - r. Don the heavy, black nitrile gloves (if you intend to use your weapon, you may want to put another pair of large latex gloves over the nitriles form improved dexterity.
  - s. Chem/Duct tape the gloves to the suit.
  - t. Don any police equipment needed for the incident. Keep in mind that anything on the outside of the suit will be considered contaminated and probably discarded.
  - u. On the front and back of the suit, use a marker or pre-made stickers to identity your and your department/unit. Consider any equipment you may have to wear over your ensemble that may cover your identification.
  - v. Consider carrying Chem/Duct tape in a roll or strips that are easily accessible in case of a rip or tear of the suit or mask.
  - w. Work in pairs and monitor each other closely.

### **III. Working in a Contaminated Environment**

- A. This policy is not construed to require officers or employees to work in a known

hazardous environment. It merely provides guidelines for immediate personal protection and nominal protective measures used in standard business practices all over the world today when working with hazardous substances.

- B. One police function during a HAZMAT or WMD incident is that of scene security. Environmental factors such as wind and rain as well as atmospheric conditions such as temperature inversions and convection currents can dramatically change the known “safe” zone instantly. Current scene management practices call for the security perimeter to outside of the “warm” zone where some rescue and decontamination operations occur. Officers who are assigned to this security perimeter are required to wear protective equipment or at the very least to the equipment close at hand.
- C. Other duties of officers at hazardous scenes
  - 1. Officers may be requested to provide scene security; security escort for HAZMAT personnel; security for contaminated suspects/prisoners; to suppress an ongoing deadly incident within a hazardous environment; assist in decontamination efforts; evacuation and shelter-in place notifications.
  - 2. The Department Safety Officer is responsible for coordinating with the Fire Department and HAZMAT personnel and determining guidelines for Department personnel exposure limits at a hazardous scene.

#### **IV. Decontamination Procedures**

- A. In general, decontamination (decon) procedures are those measures designed to remove as much of the hazardous material as possible before victims and personnel are released from the scene. There are several types of decon:
  - 1. Mass - large number of people are “deconned” by large volumes of water.
  - 2. Emergency - commensurate with the toxicity of the hazardous material. Any method of removing the threat i.e., immediately removing all clothing, etc.
  - 3. Personal - those measures that can be done individually at home with minimal equipment.
  - 4. Technical - usually reserved for personnel known to be highly contaminated or carrying sensitive equipment, usually for HAZMAT personnel and involves lengthy procedures to be able to reuse equipment.
- B. Department personnel will follow the on-scene directions of the fire personnel who are responsible for setting up and controlling decon operations.
- C. If a decon station is not available, officer should keep the following in mind when implementing personal decontamination measures:
  - 1. Don protective gear **prior** to approaching, assisting or decontaminating others who may be exposed or contaminated.
  - 2. Leave your mask and inner-most gloves on until you are completely out of the

- contaminated scene.
  - 3. If the decon pool is not available, stand inside of a heavy garbage bag opened as wide as possible and deposit your suit and items in it as you take them off.
  - 4. For most CBRNE elements including chemical, biological and radiological, a “wet” decon is suggested.
  - \* If partnering is possible, trauma scissors can be used to cut the entire suit open from the back and down to the heel of the boot. Removing the suit by turning it inside-out as it is removed. Keep your feet in your boots.
  - 5. With all of your equipment in the bag at your feet, step out of your boots and the bag they are in.
  - 6. DO NOT attempt to squeeze the air out the bag prior to closing it. Instead, gently roll the top of the bag closed and tape it shut. Then place it in another heavy bag. Do not close the bag yet.
  - 7. Take a deep breath and close your eyes, remove your mask WHILE facing down into the bag. Drop the mask into the bag and remove your gloves dropping them into the bag.
  - 8. Grab the top of the bag and spin the bottom. Twisting the opening shut, fold the neck down and tape it shut. NOW BREATH.
  - 9. Label the bag with your name, ID number, contact information and write “CONTAMINATED MATERIALS”.
  - 10. Give the bag to HAZMAT personnel as soon as practically possible;
  - 11. Remove and discard all clothing. Shower as soon as possible.
  - 12. Contact EMS personnel for screening.
- D. Whether you have entered a contaminated area, maintained security on the outer perimeter or assisted in decontamination efforts it is critical that your supervisor and the command post be advised of:
- 1. The location of your post
  - 2. The duration of your tour
  - 3. What protective measures were employed and when

## **V. After Incident Procedures**

- A. Following a HAZMAT or WMD incident, suspected or otherwise all personnel who were at the scene should follow-up with medical professionals for continued monitoring and screening for effects of the incident.
- B. Fire Department, EMS or medical personnel at the scene may implement quarantine measures based on the likelihood of the presence of dangerous material. Department personnel will comply with the quarantine orders.
- C. A realistic mindset helps to maintain focus and reduce potential casualties should circumstances rise to their worst. A post-incident, self-quarantine of several days is advisable based on the time it takes for medical screening results to return.
- D. Should any symptoms of illness arise, notify your immediate supervisor and seek

medical attention.

**VI. Inspections**

- A. The Respiratory and Personal Protection Equipment should be inspected monthly. The inspection shall be documented on the Annapolis Police Department's Monthly Inspection Form.
- B. Any equipment which appears to be worn or in need of replacement should be returned to the Property Section for replacement. The Police Property Coordinator or his/her designee will replace the item.

References
1. Accreditation Standards 46.3.4

**Revision:** This is a new General Order